

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: DIVISION DIRECTOR
TECHNICAL SERVICES
Position Grade: 14

Date: April 27, 2006

FLSA Status: Exempt

Job Code: 14-14

GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Guides and manages the development, implementation and control of the County's computer systems, Channel 76, and Telecommunications system. Oversees all functions of the Emergency Communications Department.

KEY RESPONSIBILITIES

1. *Advises management personnel on computer problems and recommend solutions.
2. Advises management personnel on abuses and inappropriate uses of county computer equipment and telecommunication equipment. Oversee Security Team and their responsibility for their investigation of questionable computer related activities.
3. *Prepare, review, edit, recommend and monitor the Division's budgets.
4. *Analyzes requests for new computer hardware and software and provides information regarding changes that may be necessary.
5. *Speak to civic clubs, homeowners, property owners, radio, TV and newspapers as required. Official spokesperson for all divisional issues.
6. Knowledge of and ability to analyze, design, plan and oversee all local and wide area network installations, providing technical specifications and development of technical standards.
7. Assisting agencies outside Monroe County Government and Constitutional Officers with their technical needs. Included are the State Attorney's office, Public Defender's Office, 16th Judicial Office, Tourist Development Council.
8. Oversight of Telecommunications, Channel 76 broadcasting and activation of special services during activation of EOC.
9. Interview applicants, review applications and recommends hiring of all division personnel. Direct, implement, and monitor all county programs regarding issues within the Division.
10. *Serve as Division coordinator for the County Administrator during emergencies and disasters to best utilize resources of the Division.
11. Provide policy recommendations on Division issues and programs to the County Administrator, the BOCC, and other Divisions. Consult with the County Administrator periodically concerning issues, problems and progress of the Division.
14. Prepare, review, edit and approve items to be forwarded to the County Administrator for placement on the County Commission meeting agenda and handle presentations at meetings with staff participation as necessary.
15. Carry out such other projects as may be required to accomplish the function of the Division.

***Indicates an essential job function**

Position Title: DIV. DIR. TECHNICAL SERVICES

Class Code:

Position Level: 14

KEY JOB REQUIREMENTS

<i>Education/Experience</i>	Master's Degree required and 7 to 10 years experience. OR Bachelor's Degree and 12 years progressively responsible experience in related field.
<i>Impact of Actions:</i>	The position has primary responsibility for the long-range future of Monroe County and affects operations beyond the scope of Monroe County government.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	Director, as part of senior management, is expected to be available as necessary to fulfill job obligations. Required to work during emergency situations as needed.
<i>Other:</i>	Extensive experience in field may substitute for the educational requirement. Florida Driver's License.

APPROVALS

County Administrator:

Name:

Thomas J. Wilco

Signature:



Date:

5/3/06

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name:

Signature:

Date:
